

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA - 2	
1. TITLE OF REPORT (if a fill-in report include Form No.) Significant Accomplishments of the Office of Training for Fiscal Year						2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED Original & 5		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>		9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S 67-4017, 8 Aug 67. Memo to DDS Office Heads - Significant (over)			
10. PREPARING COMPONENT (include lowest level contributing information to report) EA/Plans				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) No specific requirement for reporting. EA/P utilizes info already submitted for such other reports as the OTR Program Call, Annual Report on Trng., and			
12. COST FACTORS Annual Report to PFIAB.							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-18	17.00		1		17.00		1 17.00
GS-17	16.70		1		16.70		1 16.70
GS-14	11.00		40		440.00		1 440.00
GS-07	4.50		4		18.00		1 18.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$491.70	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Memo is dated 8 Aug 67, cites report by O/Log on Significant Accomplishments of FY 1967. DD/S suggested that an annual report be similarly compiled, pointing out that such a report would be of value within OTR and also among other Support Offices in providing a better understanding of activities of the respective Offices of the Support Services.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Although the use of this report by the DD/S differs from the reports referred to in para 11, above, it is duplicative of those reports. <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS 46 \$492 ILLEGIB	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	